

DOD FY 01 STOCK READINESS PROGRAM GUIDANCE

A. REFERENCES

1. DoD 4140.1-R, DOD Materiel Management Regulation.
2. AR 700-15/NAVSUPINST 4030.28D/AFMAN (I) 24-206/MCO 4030.33D/DLAD 4145.7, Packaging of Materiel.
3. DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18/AFJMAN 23-215. Reporting of Supply Discrepancies.
4. DLAR 4145.4, Care of Supplies in Storage (COSIS), Inspection, Reporting and Readiness.
5. DOD 7000.14-R, DOD Financial Management Regulation, Volume 12, Chapter 7, April, 1998.
6. Deputy Under Secretary of Defense (Logistics) Memorandum for Secretaries of the Military Departments, Director, Defense Logistics Agency, and DOD Comptroller Memorandum, 23 December 1993, Subj: Definitions of Distribution Depot Functions.
7. DLAD 4145.41/AR 700-143/AFI (I) 24-210/NAVSUPINST 4030.55A/MCO 4030.40A, Packaging of Hazardous Materials.
8. DoD 4140.27-M, Shelf-Life Management Manual.
9. DoD 4500.9-R, Volume II, Defense Transportation Regulation, Cargo Movement.
10. DLAD/DLAI 4145.12, The DLA Packaging Program.

B. PURPOSE. This guidance:

1. Supersedes reference A4, and DLSC-LDD letter, Subj: DoD Care of Supplies in Storage (COSIS) Program for FY 00, dated August 19, 1999.
2. Implements references A1 and A7 (Enclosure 3), and establishes the DoD Stock Readiness Program, hereafter referred to as SR.
3. Prescribes instructions for the uniform care of supplies, including the inspection and reporting of condition and serviceability of materiel, and the scheduling, controlling, and reporting of packaging and other cost reimbursable actions in support of depot receiving operations, and uniform care of supplies in storage (COSIS).

C. APPLICABILITY AND SCOPE. This guidance is applicable to HQ DLA, Defense

Logistics Support Command, the Military Services, the Defense Distribution Center (DDC), Defense Distribution Depots (DDs), and the DLA Defense Supply Centers (DSCs)/Military Services Inventory Control Points (ICPs). It applies to classes of supply which are managed by an ICP/DSC and stored at the DDs, except Class V, Class VI, and Bulk Class III.

D. DEFINITIONS

1. Packaging - The elements of packaging are defined in reference A2.

2. Stock Readiness - A Department of Defense program involving the tasks needed to assure that the proper condition of materiel in storage is known and reported, that the condition is properly recorded, and that the materiel is properly provided with adequate packaging protection to prevent any degradation to lower condition codes. Stock Readiness concerns itself with the in-storage inspection, minor repair, testing, exercising of materiel, and associated packaging aspects of these efforts. Stock Readiness includes the elements of COSIS plus the functions related to the receipt, identification, classification, and packaging of materiel during the receipt process. Stock Readiness excludes those actions that fall under the area of general warehouse care and depot maintenance, including the use of proper storage aids, identification of materiel/ storage locations, and rewarehousing actions.

3. Care of Supplies in Storage (COSIS) - A program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel. With proper COSIS, supplies and equipment in storage are preserved and maintained in a serviceable condition through inspection and actions are taken to correct any forms of deterioration and to restore materiel to ready-for-use condition. COSIS includes the in-storage inspection, minor repair, testing, exercising, preservation, and packing of materiel and all intra depot materiel movement to perform those tasks.

(a) Reimbursable COSIS - Those COSIS activities such as testing, exercising, preservation, and packing of materiel in storage resulting from COSIS inspections and not funded under discrete pricing and, in general, entails those actions necessary to correct the problems with the materiel, and/or packaging identified by the routine COSIS. Includes the costs for any component parts required in performing minor repairs. This applies to both receipts from Military Service activities as well as materiel in storage, and includes both minor repairs and necessary packaging that will maintain the stored materiel in assigned materiel condition codes. Funding for this work is outside of the scope of the discrete pricing as defined in the Defense Capital Working Fund.

(b) Routine COSIS - Those COSIS activities such as cyclic inspection and surveillance testing of materiel in storage required to detect deterioration of materiel and/or packaging, and minor repair. COSIS is funded by discrete pricing and, in general, entails those actions necessary to validate the condition of the materiel, and/or packaging.

4. Minor Repair - Repair actions taken by a DD on equipment and/or packaging that is within the DD's capabilities and does not exceed one hour in duration per NSN storage

location.

5. Field Return Activity (FRA) - A DD that an ICP/DSC designates to receive and provide condition classification for specific types of field return materiel.

E. STOCK READINESS PROCEDURES

1. Packaging. Unless otherwise directed by the cognizant ICP/DSC, the DDs will store materiel in the packaging prescribed by the ICP/DSC. Materiel stored as Mission Stock will generally be afforded the military level of preservation prescribed by the ICP/DSC for that item. DDs will ensure that materiel is stored consistent with the Item Type Storage Code (ITSC) in FEDLOG or FLIS Segment W, unless deviation is approved in writing by the ICP/DSC.

a. The DD or the activity holding the packaged materiel shall replace reusable containers requiring repair beyond minor refurbishment. Reusable container replacement will be furnished by and/or is cost reimbursable by the managing ICP/DSC. Refurbishment of containers includes but is not limited to those actions within the DD's capabilities such as replacement of seals, hardware, humidity indicators, desiccant, skids, minor corrosion removal and spot painting to include stenciling.

b. Each depot will operate an active container reclamation program to allow the maximum availability and reuse of Special Packaging Instruction (SPI) containers and other reusable containers and packaging materials used to package repairable and recoverable items (see paragraph 9c).

c. Repairs to Packaging.

(1) The DDs will promptly repair any packaging deterioration detected as a result of the surveillance outlined in paragraph 4. Work should be completed within 30 calendar days of the date of receiving ICP/DSC approval and all required packaging materials and containers are available. Financial responsibility for repairs to materiel and packaging due to damage in storage will be assigned in accordance with reference A5.

(2) The DDs shall, at their expense, upgrade deterioration of materiel and packaging discovered at the time of shipment and not previously recommended to the ICP/DSC for special COSIS. Funding for the upgrade of the level of packaging is the responsibility of the ICP/DSC.

2. Receiving Operations. Costs for operating receiving operations are included in discrete pricing. Cost reimbursable actions in receiving shall be documented using SF 364. DDs will conduct SR receiving concerns as follows:

a. Receipt of Materiel Shipped from Commercial and Organic Vendors (Acceptance at Origin).

(1) Inspect Packaging. Do not open the unit pack unless there is a reason to suspect that the packaging is substandard or damaged.

{a} Check the applicable contract (if available) or ICP/DSC Packaging Data File for packaging requirements to see if a reusable container is required. If a reusable container is required, verify that the materiel is packed in the specified container or an authorized/ approved alternate pack.

{b} Ensure that the unit pack is appropriate to the level of packaging specified.

(2) If the materiel is packaged appropriately, place the materiel in storage in the appropriate Supply Condition Code (CC). If a discrepancy is noted, prepare a packaging Supply Discrepancy Report (SDR), formerly known as a Report of Discrepancy (ROD), in accordance with paragraph 3, and place in CC "L" awaiting the determination of disposition by the Administrative Contracting Office (ACO).

b. Receipt of Materiel Shipped from Commercial and Organic Vendors (Acceptance at Destination). In addition to the requirements of paragraph 2a above, perform the cost reimbursable acceptance inspection as directed by the ICP/DSC.

c. Receipt of Below Depot Level Repair (DLR) Materiel Shipped from Military Services Organizations. Reimbursable actions indicated herein for secondary items for which a Prepositioned Materiel Receipt Document (PMRD) exists will be performed on the due-in materiel without further authorization from the ICP/DSC.

(1) If the materiel is packaged in an unopened vendor pack, inspect the packaging for deterioration. Inspect for MIL-STD-129 markings. If no discrepancies are noted, place the materiel in storage in the appropriate CC.

(2) If the package shows evidence of having been opened, open the package and proceed as follows:

{a} Identify the item by comparing the NSN listed in FEDLOG for the part number marked on the item with the NSN listed on the supply documentation. If the item is incorrectly identified, prepare a shipping SDR in accordance with paragraph 3.

{b} Determine the materiel condition and completeness to the extent possible by visual inspection. If the materiel condition classification cannot be determined, receipt the materiel in CC "K" and prepare a Shipping SDR requesting ICP assistance.

((1)) If the materiel is determined to be unserviceable, prepare a Shipping SDR in accordance with paragraph 3. Place the materiel in storage in the appropriate CC pending disposition instructions from the ICP/DSC.

((2)) If the materiel is determined to be serviceable, and is in the appropriate package, place the materiel in storage in the appropriate CC.

((3)) If the materiel has a packaging discrepancy, but is determined to be serviceable, had a PMRD, and no other shipping discrepancies were noted, prepare a Packaging SDR in accordance with paragraph 3. Repackage the materiel and place in storage.

((4)) If the materiel requires repackaging and either did not have a PMRD or a shipping SDR was prepared for other shipping discrepancies, prepare a Packaging SDR (or dual SDR) in accordance with paragraph 3. Hold the materiel in CC "K" pending disposition instructions from the ICP/DSC.

d. Receipt of DLR Materiel Shipped from Military Services Organizations. Reimbursable actions indicated herein for secondary items for which a PMRD exists will be performed on the due-in materiel without further authorization from the ICP/DSC.

(1) Check the ICP/DSC packaging data file for a long life reusable container requirement. When a long life reusable container is required, process the materiel in accordance with paragraph 2a(1). When there is no requirement for a long life reusable container, open the shipping container and inspect as described below. Do not open sealed barrier bags unless there is visible damage or evidence of tampering.

{a} Identify the item by comparing the NSN listed in FEDLOG for the part number marked on the item with the NSN listed on the supply documentation. If the item is incorrectly identified, prepare a shipping SDR in accordance with paragraph 3.

{b} Determine the materiel condition and completeness to the extent possible by visual inspection. If the materiel condition classification cannot be determined, receipt the materiel in CC "K" and prepare a Shipping SDR requesting ICP assistance.

((1)) If the materiel is determined to be classified or identified incorrectly, prepare a Shipping SDR in accordance with paragraph 3. Place the materiel in storage in the appropriate CC pending disposition instructions from the ICP/DSC.

((2)) If the materiel is determined to be identified and classified correctly, and is in the appropriate package, place the materiel in storage in the appropriate CC.

((3)) If materiel with a PMRD has a packaging discrepancy, but is determined to be identified and classified correctly, and no other shipping discrepancies were noted, prepare a Packaging SDR in accordance with paragraph 3. Repackage the materiel and place in storage.

((4)) If the materiel requires repackaging and either does not have a PMRD or a shipping SDR was prepared for other shipping discrepancies, prepare a Packaging SDR (or dual SDR) in accordance with paragraph 3. Hold the materiel in CC "K" pending disposition instructions from the ICP/DSC.

(2) If the ICP/DSC packaging data file requires the use of a long life reusable

container, proceed as follows:

{a} Inspect the container to determine that it is the right container and that it is serviceable. If the container is different from that required by the ICP/DSC, or if the container is unserviceable, prepare a packaging SDR in accordance with paragraph 3, and requisition the required container.

{b} Open the shipping container and identify the item by comparing the NSN listed in FEDLOG for the part number marked on the item with the NSN listed on the supply documentation. Do not open sealed barrier bags unless there is visible damage or evidence of tampering. If the item is incorrectly identified, prepare a shipping SDR in accordance with paragraph 3.

{c} Determine the materiel condition and completeness to the extent possible by visual inspection. If the materiel condition classification cannot be determined, receipt the materiel in CC "K" and prepare a Shipping SDR requesting ICP assistance.

((1)) If the materiel is determined to be classified or identified incorrectly, prepare a Shipping SDR in accordance with paragraph 3. Place the materiel in storage in the appropriate CC pending disposition instructions from the ICP/DSC.

((2)) If the materiel is determined to be identified and classified correctly, and is in the appropriate package, place the materiel in storage in the appropriate CC.

((3)) If materiel with a PMRD has a packaging discrepancy, but is determined to be identified and classified correctly, and no other shipping discrepancies were noted, prepare a Packaging SDR in accordance with paragraph 3. Repackage the materiel and place in storage.

((4)) If the materiel requires repackaging and either did not have a PMRD or a shipping SDR was prepared for other shipping discrepancies, prepare a Packaging SDR (or dual SDR) in accordance with paragraph 3. Hold the materiel in CC "K" pending disposition instructions from the ICP/DSC.

e. Receipt of Below DLR Materiel Through Inter-Depot Transfer (IDT). Process in accordance with paragraph 2c.

f. Receipt of DLR Materiel on IDT.

(1) If the materiel is packaged in an unopened vendor pack, inspect the packaging for deterioration. Inspect for MIL-STD-129 markings. If no discrepancies are noted, place the materiel in storage in the appropriate CC.

(2) Complete inspection in accordance with paragraph 2d.

3. Discrepancy Reporting.

a. Discrepancies incident to shipment will be noted on the Government Bill of Lading (GBL). A SF 361 Transportation Discrepancy Report (TDR) will be prepared by the DD in accordance with reference A.9, and the materiel received in CC: L pending resolution of the TDR.

b. Shipping SDRs will be prepared in accordance with reference A.3.

c. Packaging SDRs for Military Service-managed materiel (RICs AKZ, A12, A35, B14, B16, B17, B46, B69, FFZ, FGZ, FHZ, FLZ, FPZ, MPB, N32, and N35) will be prepared in accordance with reference A3. For packaging discrepancies for customer returns of non-hazardous secondary items for which the cost to correct the discrepancy is less than \$200.00, and there are no shipping discrepancies associated with the shipment, a local monthly report may be submitted in lieu of SF 364s. The report shall include the reporting depot, ICP, Job Order Number (JON), Shippers Document Number, National Stock Number, depot control number, quantity and condition of the materiel, cost of labor and materials to resolve the discrepancy, and any relevant remarks. Ensure that each Packaging SDR is either accompanied by a legible copy of the DD Form 1348-1A, Issue Release/Receipt Document, or that the condition of the materiel shipped and the DoD Activity Address Code (DODAAC) of the shipper are clearly identified on the SF 364. The SF 364 (or local report as appropriate) is required to document reimbursable work performed in receiving. To ensure proper billing, indicate if the discrepant materiel is a major item or secondary item in the remarks block of the SF 364. To determine if an item is major or secondary, the Materiel Category Code (MAT-CAT-STR-CD) must be accessed. If the second position is a two (2), the item is a secondary item. Any other code in the second position indicates that the item is a major item.

(1) If the materiel costs more than \$200 to repackage, then suspend the receipt, prepare an action SDR detailing the packaging discrepancy, and forward the SDR to the applicable DSC/ICP in accordance with reference A.3. The applicable DSC/ICP will provide disposition instructions as a result of the SDR. If the DD does not receive instructions within forty-five (45) calendar days of initiating the SDR, refer the problem to the DDC SR monitor for further action.

(2) Packaging SDRs for vendor shipments will be sent to the ACO for action and disposition instructions. Additional copies will be distributed in accordance with reference A.3. When released by the ACO, any required packaging at the DDs will be directed by the ICP/DSC packaging function and reimbursed by the ICP resource management organization responsible for supply depot support.

(3) Correction of packaging discrepancies for receipts of secondary items for which a PMRD exists will be performed on the materiel without further authorization from the ICP. The cost shown on the SF 364 (or local monthly report when appropriate) to correct the discrepancy shall reflect the actual corrective action accomplished. The SF 364 will be annotated with the date that the corrective action was completed.

(4) Packaging discrepancies for receipts of all major items and for all items received without a PMRD will require authorization from the ICP before the DD may accomplish the

corrective action. The SF 364 will be annotated in Block 23 by the ICP SR coordinator as approved or not approved for corrective action.

{a} If the ICP does not authorize the DD to perform corrective action, then the ICP will concurrently provide disposition instructions for the materiel.

{b} If the ICP authorizes the DD to perform the corrective action, the ICP SR coordinator will provide the JON (or Military Interdepartmental Purchase Request {MIPR} number for major items) against which the DD will charge the costs to perform the corrective action, and sign and date the entry. After completing the corrective action, the DD will annotate Block 23 of the SF 364 with the cost of the corrective action performed, the date completed, and FAX the form to the ICP for closeout action.

(5) When hazardous materials are received from contractors with deficient packaging that does not conform to contract requirements, follow the procedures outlined in reference A.7.

d. Packaging SDRs for DLA-managed materiel (RICs S9I, S9E, S9G, S9C, S9M, S9S, S9T)

(1) For non-hazardous materiel, if the materiel is received at the DD with adequate packaging for storage in any CC other than CC "H", and the reported CC is correct, no further work is required. Report CC "H" materiel to the Defense Reutilization and Marketing Office (DRMO) as directed by the DSC.

(2) If the materiel is received at the DD with inadequate packaging for storage, the DD will take the following action:

{a} Materiel costing up to \$250 to repack will be received in CC "A" and work performed without further authority.

{b} If the materiel costs more than \$250 to repack, then suspend the receipt, prepare an action SDR detailing the packaging discrepancies, and forward the SDR to the cognizant DSC in accordance with reference A.3. The DSC will provide disposition instructions as a result of the SDR. If the DD does not receive disposition instructions within forty-five (45) calendar days of initiating the SDR, refer the problem to the DDC SR monitor for further action.

(3) When hazardous materials are received from contractors with deficient packaging that does not conform to contract requirements, follow the procedures outlined in reference A.7.

4. Standard COSIS. Through the SR program, DDs will surveil the condition of materiel and its packaging affected by the SR program on a periodic basis as follows:

a. The stored materiel will be inspected for conformance with applicable ICP/DSC storage serviceability standards.

b. In the event that there are no storage serviceability standards outlining the frequency of inspection, the DDs will inspect materiel as follows:

<u>TYPE OF STORAGE</u>	<u>FREQUENCY (MONTHS)</u>
CONTROLLED HUMIDITY	60
CONTROLLED TEMPERATURE	30
NONCONTROLLED TEMPERATURE	24
SHED STORAGE	12
OPEN STORAGE	6
HAZARDOUS/FLAMMABLE	6

c. Standard COSIS inspections are included in the discrete pricing rate and shall, as a minimum, consist of a visual survey of the materiel in storage. Inspection and control of shelf-life items will be accomplished as prescribed by Chapter 4 of reference A.8. The survey of other materiel shall consist of the following:

(1) Inspect the unit pack for deterioration of the unit pack and/or marking. Inspect long life reusable containers, including any humidity indicators, in accordance with container guidance published by the ICP/DSC.

(2) Materiel requiring minor repair will be corrected on the spot. If discrepancies beyond minor repair are noted the DD will report them to the ICP/DSC for special (reimbursable) COSIS in accordance with paragraph 5.

d. In general, the minimum levels of packing to be observed in the SR program are as follows:

<u>TYPE MATERIEL</u>	<u>TYPE STORAGE</u>	<u>MATERIEL CONDITION CODE</u>	<u>REUSABLE CONTAINER REQUIRED</u>	<u>LEVEL OF PACKING (MINIMUM)</u>
CONSUMABLE	OUTSIDE	ALL CODES	NO	A
CONSUMABLE	INSIDE	SERVICEABLE	NO	B**
REPARABLE	OUTSIDE	ALL CODES	-- *	A***
REPARABLE	INSIDE	ALL CODES	YES*	B***
REPARABLE	INSIDE	SERVICEABLE	NO	B**
REPARABLE	INSIDE	UNSERVICEABLE	NO	MINIMAL

* If a reusable container is specified in the ICP/DSC Packaging File, it is the only approved method of pack. The affected ICP/DSC Packaging Office must approve alternate packaging

in writing. The DD should initiate the request by FAX, E-mail or telephone call.

** If packaging is adequate/good condition Level B or Minimal Military Packing, then do not repackage. If repackaging is required, repackage to Military Preservation with Level B Packing, unless weight/ dimensions exceed specification limitations for fiberboard boxes, then repackage Military Preservation with Level A Packing.

*** If containers are not immediately available, the DD will order the required containers and the items will be packaged Military Preservation with Minimal Military Packing for inside storage until the reusable containers become available.

5. Reimbursable COSIS.

a. When a DD identifies an item as a candidate for reimbursable COSIS, standard COSIS will be performed on all like items (CCs "A" through "G") in storage. The DD will prepare a DD Form 1225 for each item in each CC and forward those forms to the appropriate ICP/ DSC SR coordinator shown in Enclosure 1. Refer to Enclosure 2 for instructions on completing DD Form 1225. Severity of the deterioration noted will be indicated on the DD Form 1225 as follows:

(1) Critical - Materiel is in immediate danger of deteriorating to a lower condition classification.

(2) Major - Materiel is deteriorating and is likely to be in a lower condition classification at the next COSIS cycle.

(3) Minor - Materiel is not in the packaging specified by the ICP.

b. The ICP/DSC SR coordinator will review the item for excess stock position, cost of action vice value of materiel, etc., and promptly approve or disapprove the COSIS action request.

(1) When the ICP/DSC disapproves the COSIS request, the ICP/DSC will concurrently provide disposition instructions for the materiel.

(2) When the ICP/DSC approves the COSIS request, the ICP/DSC will return the DD Form 1225 to the DD for action.

(3) Upon completion of the authorized reimbursable COSIS, the DD will annotate the DD Form 1225 with the cost of the action and return it to the ICP/ DSC. All work that the DDs complete will be identified as directed by the ICP/DSC and will be included on the monthly expenditure report provided by the DDC. Form transmission by electronic means is encouraged (FAX DSN numbers and E-mail addresses are listed in Enclosure 1).

6. Exercising and Testing Requirement (Cost Reimbursable). The ICPs/DSCs will identify the appropriate requirements and the frequency for exercising and testing equipment.

- a. The DDs will exercise equipment in accordance with instructions specified by the managing ICP/DSC.
 - b. The DDs will test equipment in accordance with instructions specified by the managing ICP/DSC, and mark equipment with the date tested and the date that retesting is due, so that DD personnel can easily recognize readiness for issue.
 - c. The DDs will prepare requests for reimbursable COSIS funding using DD Form 1225 in accordance with paragraph 5b. All work that the DDs complete will be identified as directed by the ICP/DSC and will be included on the monthly expenditure report provided by the DDC.
7. Special Inspections. Special inspections are reimbursable in accordance with reference A.6 and result from a Safety of Use (SOU) message, an Aviation Safety Action Message (ASAM), a Safety of Flight (SOF) message, or a special request from the ICP/DSC. All work that the DDs complete will be identified as directed by the ICP/DSC and will be included on the monthly expenditure report provided by the DDC. DD Form 1225 will be completed in accordance with paragraph 5b(2) and Enclosure 2, except as follows:
- a. Block 6, indicate the type of inspection, such as SOU, ASAM, SOF or SPECIAL.
 - b. Block 28, indicate N/A.
 - c. Block 29, show total on hand by condition code after inspection. Account for any discrepancies in the count in Block 35 (previously misidentified, could not locate, sent to maintenance, etc.).
 - d. Block 30, indicate N/A.
 - e. Block 31, indicate estimated cost to comply with inspection.
 - f. Block 32, indicate the total estimated cost to comply with the inspection request.
 - g. Block 33, indicate N/A.
 - h. Block 34, indicate message number, or requestor's name in Blocks 34a and 34b.
 - i. Block 35, show the quantity of items requiring inspection, the cost of labor, and the cost of materials (if any) required to perform the special inspection. The cost of labor will be provided in total hours and total dollars (fully burdened). Provide additional information as requested in the ICP/DSC request document, and provide any additional information required to explain any of the information above. If additional room is required, continue on the reverse side of the form or a separate continuation page. If the inspection results indicate that special COSIS is needed, prepare a special COSIS request in accordance with paragraph 5.
 - j. Leave Blocks 40 through 42 blank for subsequent ICP/DSC processing.

8. Packaging Incident to Shipment. Detailed guidance for the DDs is outlined in reference A.10. Packaging above Minimal Military Packaging requirements incident to shipment is reimbursable in accordance with reference A.6, which identifies such packaging under its former designation as Level C. All reimbursable packaging incident to shipment will be documented on DD Form 1225. All work that the DDs complete will be identified as directed by the ICP/DSC and will be included on the monthly expenditure report provided by the DDC. DD Form 1225 will be completed in accordance with paragraph 5b(2) and Enclosure 2, except as follows:

- a. Block 6, indicate the words "Off Base Shipment."
- b. Blocks 28 through 31, indicate N/A.
- c. Block 32, indicate the total estimated cost to upgrade the packaging of materiel on the Materiel Release Order (MRO).
- d. Block 34, indicate NA in Blocks 34a and 34b.
- e. Block 35, indicate the quantity of items on the MRO and the total number of items requiring upgraded packaging. Provide the cost of labor and the cost of materials required to accomplish the required packaging. The cost of labor will be provided in total hours and total dollars (fully burdened). Indicate how the materiel is currently packaged and the proposed packaging. Indicate the NSN and quantity of required containers and any excess serviceable containers that will result from this action. Provide any additional information required to explain any of the information above. If additional room is required, continue on the reverse side of the form or on a separate continuation page.

9. Disposal Release Orders (DRO).

- a. When a DRO is received for a partial quantity of materiel in storage, the DRO will be filled with the poorest quality stock at the DD. Prime candidates for selection are materiel in improper packaging, deteriorated packaging, and oldest date of pack.
- b. Materiel destined for disposal actions will not be subject to COSIS. Normally, no DD labor or material will be expended to correct packaging discrepancies, except as needed for hazardous materials to comply with applicable regulations, or to comply with specific ICP/DSC instructions.
- c. When materiel destined for disposal is packed in long life reusable containers, the DD will contact the owning ICP/DSC before completing the DRO to determine if the ICP/DSC wants to retain the containers. If the ICP/DSC directs the DD to pull the assets from the containers, the depacking work is cost reimbursable in accordance with paragraph 9d.
- d. All cost reimbursable work related to DROs will be documented on DD Form 1225 and forwarded to the ICP/DSC for approval in accordance with paragraph 5b. All work that the

DDs complete will be identified as directed by the ICP/DSC and will be included on the monthly expenditure report provided by the DDC.

10. SR Reimbursable Expenditures.

a. Each Fiscal Year the ICPs/DSCs will provide funding documents to the DDC for the projected reimbursable workload. A separate document will be provided for each type of recurring work such as Packaging SDRs, Special COSIS, Special Inspections, Field Return Activities (Designated DDs only), etc. The ICPs/DSCs will provide instructions outlining restrictions on funding, the scope of work authorized by each document, and the amount of funding on each document authorized for each DD. DDC will provide the ICP/DSC a list of JONs for each type of work at each affected DD. Cost reimbursable expenditures will only be honored when properly documented as required herein. Approved means of documentation include packaging discrepancy local reports (for packaging only discrepancies pertaining to customer returns with a correction cost under the stated thresholds), SF 364, and DD Form 1225.

b. The DDC will provide monthly reports to each ICP/DSC SR coordinator for each DD for which the ICP/DSC has provided a MIPR. The reports will indicate by JON the specific type of work and the depot that performed the work. The DDC will provide the report by the 20th of each month to the ICPs/DSCs.

F. RESPONSIBILITIES.

1. The Deputy Executive Director for Logistics Policy, Defense Logistics Agency (DLA J-33 (LDD) will:

a. Establish procedures for the SR program for DLA-managed and Military Service-managed materiel.

b. Designate a SR Focal Point.

c. Review DDC's and the DDs' packaging and warehousing procedures and systems for compliance with this instruction.

d. Assure coordination of SR concerns with affected HQ DLA principal staff elements and the Military Services' Headquarters.

e. Verify SR program status through on-site evaluation and review of depot performance reports. Issue revised program policy and procedures necessary to maintain effective program execution at acceptable levels.

2. The Commander, Defense Distribution Center will:

a. Designate a SR coordinator who will be responsible for all matters pertaining to SR at the affected depots, including the Quality Control Program for recording and reporting quality control data incident to the inspection and/or testing process. Forward a copy of

established procedures to DLA J-33 (LDD).

b. Use approved workload data as a basis for SR program development and resource distribution.

c. Develop procedures to guarantee depot compliance with the SR matrix of levels of protection, and continuously provide visibility of money being spent on SR and projected reimbursable funding requirements from the ICPs/DSCs.

d. Assure that depot commanders comply with the policies and procedures of this regulation.

e. Follow up with ICPs/DSCs who fail to provide timely disposition instructions to depots on materiel requiring SR work.

f. Identify and recognize in budget priorities the funding needed to accomplish the SR workloads and take actions to acquire and maintain the needed resources.

g. Verify SR program status through on-site evaluation and review of depot performance reports. Recommend revised program policy and procedures necessary to maintain effective program execution at acceptable levels.

3. The Commanders of DDs will:

a. Designate a depot point of contact (POC) for all matters pertinent to accomplishing the SR program. The POC will coordinate with the affected ICPs/DSCs in developing SR procedures where specific assets need specific controls. The POC must have in-depth knowledge of DD operations and SR packaging requirements of the applicable ICPs/DSCs being supported at that location.

b. Provide the needed emphasis and resources required to effectively and continuously accomplish the objectives of the SR program.

c. Determine the adequacy of resources provided to accomplish the SR program, and identify shortfalls that will jeopardize program accomplishment.

d. Refer SR requests for which the ICP/DSC fails to provide timely disposition instructions to the DDC SR monitor.

e. Operate active reusable container reclamation programs at those depots supporting maintenance operations.

f. Identify and prepare lists of materiel in storage requiring reimbursable COSIS based on published serviceability standards and stock surveillance. Include items not packaged in reusable containers when the ICP/DSC packaging file requires reusable containers. Provide lists to affected ICPs/DSCs for screening and approval. Lists will include National Stock

Number, quantity, estimated cost of manpower, estimated cost of packaging and other materials, and discrepancy or defect-causing requirement.

g. Perform reimbursable COSIS on materiel as approved by affected ICPs/DSCs. At the direction of the ICP/DSC, depots will process materiel not funded for COSIS to the DRMO unless the affected ICP/DSC specifically identifies that COSIS funding will be provided at a later time.

h. Report completion of reimbursable COSIS work to affected ICPs/DSCs.

i. Maintain an active SDR program to reimburse funds expended for stock readiness work incident to receipt.

4. The DLA and Military Services' ICPs/DSCs will:

a. Designate a Stock Readiness Coordinator.

b. Develop and maintain standards for receipt inspection, storage serviceability, testing and exercising functions for all managed materiel and provide technical liaison to the FRAs, including a list of required technical library publications.

c. Provide up-front funding, as negotiated at workload conferences, sufficient to conduct an effective SR program for the materiel that requires corrective action or provide instructions for disposition to the DRMO.

d. Provide Procurement Work Directives (PWDs) for funding DD Stock Readiness Work.

e. Provide disposition instructions to the DD stock readiness coordinator when assets are no longer required and/or when materiel is declared excess.

f. Provide instructions to the DDs to perform SR actions on identified materiel, defer SR actions for a specified period of time, or forward the identified materiel to the DRMO.

g. Recommend types and quantities of reusable containers that depots should reclaim, or provide disposition instructions for those reusable containers that are no longer required.

5. The Military Services' Major Logistics Commands will:

a. Designate a point of contact for SR-related concerns to DLA J-33 (LDD).

b. Ensure that ICPs are providing accurate packaging data and ITSCs in the FEDLOG or FLIS Segment W.

c. Ensure that ICP funding requirements are addressed in annual Program Objective Memoranda (POM) and other appropriate funding forecasting means.

INVENTORY CONTROL POINTS (ICPs)/DEFENSE SUPPLY CENTERS (DSCs)

<u>AGENCY</u>	<u>VOICE (DSN)</u>	<u>FAX (DSN)</u>	<u>E-MAIL</u>
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DLA DEFENSE SUPPLY CENTERS

DSCC-VSP *	850-3345/8774	850-1753/1901	hance_barnett@dsc.dla.mil
DSCR-RZS **	695-4454	695-4392	mdavis@dscr.dla.mil
DSCP-ILTA (S9I) ***	444-7499	442-6430	jdignam@dscp.dla.mil
DSCP-COCT (S9T)	444-2446	444-8143	dpalommella@dscp.dla.mil
DSCP-MSBA (S9M)	444-4189	444-8139/8150	lconnors@dscp.dla.mil
DSCP-HROA (S9S)	444-5353	444-7774/4115	jhunt@dscp.dla.mil

* Formerly DCSC (S9C) and DESC (S9E)

** Formerly DGSC (S9G)

*** Formerly DISC (S9I)

AIR FORCE

OO-ALC/ LGMTP (RIC FGZ)	777-4995	777-5921	April.Brimhall@hill.af.mil
OC-ALC/ LGMTL (RIC FHZ)	339-3544	339-7265	carol.baxter@tinker.af.mil
SM-ALC/ LGMTP (RIC FFZ)	633-6786	633-6718	HERNANDEZ.FRANK@mcclellan.af.mil
SA-ALC/ LGTPL (RIC FPZ)	945-7225	945-1347	Caroline.Groom@kelly.af.mil
WR-ALC/ LGMPs (RIC FLZ)	468-9277	468-3048	Caroline.Rozar@robins.af.mil

INVENTORY CONTROL POINTS (ICPs)/DEFENSE SUPPLY CENTERS (DSCs)

<u>AGENCY</u>	<u>VOICE (DSN)</u>	<u>FAX (DSN)</u>	<u>E-MAIL</u>
NAVY (RIC N21, N23, N32, N35)			
NAVICP (CODE 0772)	430-1363	430-3480	leon_j_ciambotti@icpmech.navy.mil
MARINE CORPS (RIC MPB)			
MCLB ALBANY (CODE G330)(Code 82B)	567-6856	567-6873	blackwellcl@matcom.usmc.mil
ARMY			
AMC Executive Agent – AMCOM (AMSAM-MMC-LS-MDP)			
	746-2526	788-2521	bruce-le@exchange1.redstone.army.mil
AMCOM (AMSAM-MMC-LS-MDP) RIC B17 and B64	788-9130	788-2521	gruschow-jd@redstone.army.mil
CECOM (AMSEL-LC-LEO-E-ET-3) RIC B16	992-2616/2045	992-8759	alfred.gregor@mail1.monmouth.army.mil
TACOM-ACALA (AMSTA-LC-CIAC) RIC B14	793-3835	793-7283	rileyd@ria.army.mil
TACOM-WARREN (AMSTA-LC-ZIAT) RIC AKZ	786-7921	786-7757	shafferw@tacom.army.mil
SBCCOM (AMSSB-RIM-L(N)) RIC A12	256-5565	256-5569	charles.marshall@natick.army.mil
USAWRSC (SIOEC-COT (N)) RIC A35	977-7029	977-6277	sreeves@usapc-emh1.army.mil

DLA DEFENSE DISTRIBUTION CENTER

<u>AGENCY</u>	<u>VOICE(DSN)</u>	<u>FAX(DSN)</u>	<u>E-MAIL</u>
DDC J-3/J-4-O	977-2822	977-7143	jvgray@ddc.dla.mil

DLA DEFENSE DISTRIBUTION DEPOTS

DDAA	571-4288	571-7645	wbennett@ddc.dla.mil
DDAG	567-6241	567-6468	cmarvin@ddc.dla.mil
DDBC	282-6955	282-6954	psmith@ddc.dla.mil
DDCN	582-4287	582-5313	kkeeler@ddc.dla.mil
DDCO	850-4175	850-2913	rradford@ddc.dla.mil
DDCT	861-3459/2006	861-3051	jrodriguez@ddc.dla.mil
DDDC	735-8355	526-6731	kadams@ddc.dla.mil
DDDE	88-314-378-3303 88-314-378-5000	3-011-49-7274-1815	gstephens@ddc.dla.mil acurtis@ddc.dla.mil
DDHU	777-9697	775-6569	mike.zampedi@hill.af.mil
DDJC	462-2932	462-3756	dcannon@ddc.dla.mil
DDJF	942-0260	942-0226	bbryant@ddc.dla.mil
DDMC	633-3356/3630	633-3867	orr.gloria@mcclellan.af.mil
DDNV	646-3201	646-3502	dmcbeath@ddc.dla.mil
DDOO	339-5757	339-2753	ndrennen@ddc.dla.mil
DDPW	439-7267	439-1066	Lpeterson@ddc.dla.mil
DDRT	829-3452	829-2624	jbarrett@ddc.dla.mil
DDRV	695-6948	695-6035	khodge@dscr.dla.mil

Enclosure 1

DDSP	977-6411	977-8860	jklinger@ddc.dla.mil
DDTP	795-6603/7381 795-7381	795-6151/6160 795-6160	tmahavits@ddc.dla.mil mmalinak@ddc.dla.mil
DDWG	468-3085	468-2463	col_terry_mykes@smtp.ddc.dla.mil
DDYJ	(315) 243-6923	---	clondon@ddc.dla.mil bthacher@ddc.dla.mil
DDPH	(808) 473-4797 (808) 473-4073	---	rhoxie@ddc.dla.mil dcordeiro@ddc.dla.mil

INSTRUCTIONS FOR PREPARING DD FORM 1225

Complete DD Form 1225 as follows for reimbursable SR actions. The numbers to the left of the text correspond to the block number on the form. The acronyms in the parentheses indicate the organization responsible for the entry, i.e. DD, ICP/DSC.

- 1 (DD) Enter the date the form was sent to the ICP/DSC.
- 2 (DD) Provide Report Number, consisting of the DODAAC of the DD that is preparing the form, followed by a dash (-), the Julian date the form was sent to the ICP/DSC, another dash (-), and a locally assigned four digit code.
- 3 (DD) Provide address of the managing ICP/DSC SR coordinator (see enclosure 1).
- 4 (DD) Provide the address of the preparing DD/organization.
- 5 (DD) Provide the NSN (or local number if no NSN) of the item.
- 6 (DD) Enter the type of inspection as "Other".
- 7 (DD) Enter short nomenclature.
- 8 (DD) Enter part number.
- 9 (DD) Enter serial number for report on a single item if appropriate. If there is no serial number, enter N/A. List serial numbers for multiple items in Block 35.
- 10 (DD) Enter the CC of the materiel as shown on record.
- 11 (DD) Indicate as appropriate, otherwise enter N/A.
- 12 (DD) Indicate as appropriate (shelf life, storage serviceability, etc.), otherwise enter N/A.
- 13 (DD) Enter the unit price of serviceable item from FEDLOG.
- 14 (DD) Enter the unit of issue.
- 15 (DD) Enter "YES" when the item is in an unopened vendor pack and the level of pack is less than the level marked on the container or when the item is in an unopened vendor pack and the materiel is not packaged as required by the

ICP/DSC (serviceable materiel only). Otherwise, enter "NO."

- 16 (DD) Enter the name of the contractor, including CAGE (serviceable materiel only). Otherwise, leave blank.
- 17 (DD) Enter the contract number (serviceable materiel only). Otherwise, leave blank.
- 18 (DD) Enter the date of manufacture if known (serviceable materiel only). Otherwise, leave blank.
- 19 (DD) Enter the date of pack. If not known, enter "UNK."
- 20 (DD) Enter method of preservation (i.e. 10, 41, 55).
- 21 (DD) Enter level of packing (i.e. A, B or Minimal Military Packing).
- 22 (DD) Indicate as appropriate. If unsatisfactory, explain in Block 35.
- 23 (DD) Indicate as appropriate.
- 24 (DD) Indicate 24a through 24c as appropriate, otherwise enter "N/A."
- 25 (DD) Indicate as appropriate, otherwise enter "N/A."
- 26 (DD) Indicate as appropriate, otherwise enter "N/A."
- 27 (DD) Indicate 27a and 27b as appropriate, otherwise enter "N/A."
- 28 (DD) Enter "Standard COSIS" or the number of the storage serviceability standard, as appropriate.
- 29 (DD) Enter the total quantity on record for the NSN shown in Block 5, with the CC shown in Block 10. Provide resulting CC after inspection.
- 30 (DD) Enter the cost to return serviceable, deteriorated materiel to serviceable condition. This cost includes maintenance/restoration actions other than packaging. If unknown, enter "0" If the materiel is not deteriorated or it is in storage as an unserviceable Depot Level Repairable, enter "0."
- 31 (DD) Enter the estimated cost for repackaging to return the materiel to issuable condition.

- 32 (DD) Enter the total estimated cost to return the materiel to issuable condition.
- 33 (DD) If Block 30 is filled out, enter the name of the activity. Otherwise, enter "N/A."
- 34 (DD) Enter Standard COSIS in Blocks 34a and 34b.
- 35 (DD) Provide the total quantity on hand for the NSN shown in Block 5 and the CC shown in Block 10, and the total quantity recommended for Special COSIS. Provide additional information to explain the scope of the work to the ICP/DSC. Describe how the discrepant materiel is currently packaged, the discrepancies found, and the proposed packaging. Enter the stock number and quantity of required containers and identify any excess containers that will result from this action. Provide any additional information required to explain any of the information above. If additional room is required, continue on the reverse side of the form or on a separate continuation page. Indicate if photographs are available.
- 36 (DD) Enter the name and the voice and FAX telephone numbers of the inspector.
- 37 (DD) Enter the date inspected.
- 38 (DD) Enter the typed name and signature of the DD POC.
- 39 (DD) Enter the date signed, and forward the form to the ICP/DSC.
- 40 (ICP/DSC) Provide the approval or disapproval of the proposed action. If approved, provide the JON applicable to this action. If disapproved, provide full rationale for the disapproval, status of the affected materiel, and/or disposition instructions. Provide the name and DSN of the ICP/DSC POC. Continue on the reverse side if necessary.
- 41 (ICP/DSC) The SR coordinator or alternate will sign the completed form.
- 42 (ICP/DSC) Enter the date signed, and forward the form to the DD.
- 43 (DD) After the work has been completed, the DD POC signs to certify that the work has been completed.
- 44 (DD) Enter the date signed.